

ASSISTANT PUBLIC WORKS/UTILITIES BUSINESS MANAGER

NATURE OF WORK

This is professional administrative and supervisory work with responsibility for assisting in the overall management of business office functions for the Public Works and Utilities Department.

Work involves responsibility for assisting the Public Works/Utilities Business Manager with primary responsibility for reviewing, coordinating, and supervising the accounting, fiscal, and clerical operations for the entire department; determining the automated accounting and fiscal needs of the department and acting as the department's liaison with data processing regarding the implementation and maintenance of automated accounting and fiscal systems; and developing and installing new and improved accounting and fiscal procedures in order that the operation runs more smoothly and efficiently. Work is performed with considerable independence as to operating details with general direction received from the Public Works/Utilities Business Manager. Supervision is exercised over a moderately large staff in the performance of a variety of interrelated functions in the Public Works and Utilities Business Office of the Public Works and Utilities Department.

EXAMPLES OF WORK PERFORMED

Reviews, coordinates and supervises the accounting and fiscal operations for the Public Works and Utilities Department in order to insure a more efficient operation, elimination of duplication of efforts, and to insure more timely reporting methods.

Supervises and participates in the preparation and flow of funding projections for Public Works and Public Utilities; assists in the preparation of materials for rate increases in water and wastewater for task force and City Council presentation.

Determines and revises automated accounting and fiscal reporting systems for the department and acts as the department's liaison with data processing regarding the implementation and maintenance of automated and fiscal systems.

Supervises, develops and installs new and improved accounting and fiscal procedures in order that the operation runs more smoothly and efficiently.

Works directly with Certified Public Accountants on annual audits of Public Utility and Public Works records.

Audits cash funds and subsidiary control ledgers; prepares various general and expense ledger journal entries; compiles information for various financial reports.

Assumes responsibility of Public Works/Utilities Business Manager in the absence thereof.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the policies and procedures of customer relations specifically with respect to billing, collecting, and processing customer service requests.

Considerable knowledge of the principles, practices, and methods of manual and automated accounting systems.

Considerable knowledge of manual and automated data processing record maintenance procedures applicable to billing and collection activities.

Knowledge of modern office management practices and equipment.

Ability to audit accounts and accounting procedures and to verify them.

Ability to establish and maintain several types of accounting systems and to produce needed information and reports from such systems.

Ability to create, modify and improve manual and automated accounting and fiscal systems.

Ability to supervise and review the work of a large staff of professional, subprofessional and clerical staff.

Ability to establish and maintain effective working relationships with supervisors, subordinate personnel, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, business or public administration, or related field; and considerable professional level, supervisory experience in a combined Public Works and Public Utilities business office.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in accounting, business or public administration, or related field; and considerable professional level, supervisory experience in Public Works or Public Utilities business office; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Department Head

Personnel Director

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